

Shipping/Receiving/Warehouse

Job description

Visual Marking Systems (VMS) is an industry leader in high performance printing and custom graphic design services. Located in Twinsburg, OH, VMS has over 60 years' experience in serving customers from a variety of industries. We create custom decals, overlays, POS/POP displays, nameplates, vehicle graphics, and more. Beyond just a printer, VMS offers a wide range of services from customized graphic design to graphics installation. www.vmsinc.com

Employees within our Shipping/Receiving Dept play a vital part to our production process.

The job entails the following duties:

- * Receives, verifies, and stocks incoming shipments and materials.
- * Issues inventory control tag for received materials.
- * Establishes and maintains on-hand stock for specified clients.
- * Assures timely shipment of customer release orders.
- * Performs product shipment packaging per customer requirements and insures safe shipment with professional appearance.
- * Operates postage and related equipment in compliance with freight carrier requirements.
- * Completes all required paperwork related to product shipment.
- * Confirms compliance with customer shipping requirements.
- * Ships out-going products in compliance with internal ERP system requirements.
- * Maintains work area as prescribed in accordance with company standards.
- * Notifies department supervisor of any/all product's non-conformance and any/all equipment abnormalities.

Submit your resume to info@vmsinc.com.



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* Completes all records and forms in accordance with company standards.

* Is physically fit and able to lift 25 - 75lbs boxes on regular basis.

Ideal VMS employees are creative, self-motivated, and possess exceptional work ethic, a quality-based consciousness, and have consistently good attendance.

VMS employees require uncompromising attention to quality and the ability to work within a fast-paced environment.

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